

Minutes
Loudoun County Public Schools
Special Education Advisory Committee
Wednesday, December 4, 2019 6:05 pm

Chair - Sharon Tropf

Vice Chair of Membership - Heidi Bunkua

Vice Chair of Communication – Craig Metz

Vice Chair of Planning – Shehnaz Khan

Immediate Past Chair – Dr. Carol Williams-Nickelson

Secretary – Kathryn Rosenbrook

Attendees: A quorum of required number of SEAC voting members was confirmed with Vice Chair of Membership with 14 out of 15 members present.

I. Welcome and Introduction

a. Meeting was called to order at 6:05 pm

II. Review Previous Meeting Minutes -Review of meeting minutes from October 2, 2019. No concerns, minutes were accepted and adopted.

III. Public Comments – Ian Serotkin-School Board Member (Blue Ridge District) Newly elected, takes office 1/6/20. He asks for support from SEAC

IV. Reports and Updates

A. Chair,

Sharon Tropf – Presented the Annual Report to the School Board on December 3, 2019, the report is 100 pages long even after revisions. Sent Annual Report to all new school board members. Review of sub-committees- Policy & Procedures, Executive Functioning, and Specialized Programs. Introduction of Katrece Nolen, MSAAC Chair, she reviewed the minutes/highlights of the joint MSAAC/SEAC meeting held on November 20, 2019. Dr. Amy Elledge- SEAC Equity Representative, shared the committee is working on common language, review of equity policies to make improvements to LCPS policies. Also, reviewing issues involving diversity, inclusion, and equity. The next meeting is December 5, 2019 at the Administrative Building.

B. Executive Committee,
No report at this time

C. Membership,
Heidi Bunkua - 54 schools have PTA/PTO Reps; SEAC membership currently 15 with 5 open positions, 1 application sent to School Board, newest member is Maria Assusa

D. Communication,
Craig Metz-No report at the time

- E. Planning,
Shehnaz Khan shared upcoming meetings for executive committee, November 18, 2019 at Panera. Next SEAC business meeting in on January 8, 2020 beginning at 6 p.m., Presentation by Dr. Kelly Henderson on Trauma Informed Classrooms beginning at 7:15 p.m. Additional meetings flyers will be available for presentations. Three new workshops/presentations, flyers are available.
- F. Dept of Pupil Services,
Dr. Asia Jones, Assistant Superintendent of Pupil Services - December 2-6 is Inclusive Schools week. She acknowledged the hard work completed by SEAC for the Annual Report and Chair's presentation of the report to the School Board. SEAC's voice is important and helps identify persistent concerns. The Department of Pupil Services is working on communication that is clear and provided in a timely fashion. The Department of Pupil Services will begin unpacking the report to narrow and determine priorities. The priorities must be strategic as the budget requests are reviewed.
- G. Office of Special Education,
Dr. Patricia Nelson, Director of Special Education – Expanded on Inclusive School Week. She provided highlighters to all attendees to “highlight our inclusion practices; provided a power point presentation of some of the activities that are happening in LCPS this week to celebrate.
- H. Subcommittees Formation,
Policy, Procedures, Practices & Compliance Subcommittee-Co-Chairs-Craig Metz & Shehnaz Khan
Executive Functioning & Social Emotional Learning-Co-Chairs- Carol Williams-Nickelson & Katie Rosenbrook
Specialized Programs & Services-Need Co-Chairs
- I. Parent Resource Services,
Pamela Spiering- 3 new workshops in December, independent of each other, flyers available and will be available by LiveStream and recorded. The recordings are available on the Parent Resource Page under video archives.
- J. School Board Liaison,
Chris Croll-see attached
- V. Business
Policy Review: 5330-Special Education Student Eligibility and Placement Procedures
Proposed to change name to reflect content of the policy. Policy needs to be written to align with the Virginia regulations. There are two recommendations to vote on:
1. Rename the policy to reflect the name to “Special education Student Eligibility and Transfer Procedures”.
 2. Rewrite the policy to cite the Virginia Regulations Governing Special Education Programs.
Both passed unanimously.

VI. Adjourn 7:07

School Board Update for SEAC ~ December 4, 2019
Chris Croll (chris.croll@lcps.org)

Apologies I can't be there tonight. I must limit my sitting time as I recover from hip surgery. It has been my pleasure to serve as your Board liaison this year and I hope to meet with whomever the next liaison will be in January to familiarize them with SEAC's priorities and concerns.

Incidentally, if you recall, I left our November meeting early because my son (who has ADHD/Tourette Syndrome) was playing in his first championship baseball game the night of our meeting. His team went on to win not only that game but the entire championship series. Thank you to all of you who sent him good karma!

Since our November SEAC meeting, the School Board has been very busy. We adopted the following policies (note that some of these are on the 12/3 SB meeting agenda as action items but I anticipate them being adopted):

- **Bullying Prevention and Education Policy 8250**
- **Non-School Employment Policy 7250**
- **Field Trips Policy 5070**
- **Equal Opportunity Employment Policy 7012**
- **Environments Free from Harassment, Discrimination and Abuse Policy 7014**
- **Appeals and Hearings Policy 8230**
- **Weapons Policy 8235**
- **Tuition Fees Policy 4010**
- **2 Building Design Policies – 6410 and 6430**
- **Adult Education Policy 5150**
- **Textbook Adoption Policy 5130**

On Deck for our next meeting...

- **2 Policies relating to student illnesses; Policies 8415 and 8425**
- **Disposal of Surplus Property Policy 6430**
- **Crisis Communications Policy which doesn't have a number assigned yet b/c it's brand new**

The Board also voted in new SEAC member Maria Assusa. Welcome Maria!

Committee Updates

The Communications & Outreach Committee is working on a Crisis Communications policy that we hope to get adopted by the School Board before the end of the year. A draft will be posted at the end of this week. The December meeting is on December 9th at 5:30pm.

Curriculum & Instruction Committee met to discuss a framework for Policy 5045 (formerly 5-7) which is the policy under which the Diversity Collection Classroom Libraries were purchased. This committee's work is done for the year.

Human Resources & Talent Development Committee sent several policies I mentioned above to the full Board. This committee's work is done for the year.

School Business Partnership Executive Council - 325 students participated in Job for a Day in jobs spanning 16 industries inside more than 50 businesses. The Council is hard at work recruiting businesses for the Career & Apprenticeship Fair scheduled for April 1, 2020 for students in grades 8-12. The December meeting is on December 19th at 8:00am.

Gifted Education Advisory Committee met for an overview of the EDGE Program. This committee's work is done for the year.

Thank you again SEAC for the excellent advocacy you do for your own children, for my children and for all of our children. Happy Holidays to you all!
Chris